



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

## Board of Directors

### Agenda

Wednesday, August 9, 2023, 6:00 P.M.

Scotts Valley City Hall

One Civic Center Drive, Scotts Valley CA 95066

Agendas and Board Packets are available on the Scotts Valley Fire Protection District (SVFPD) website at [www.scottsvalleyfire.com](http://www.scottsvalleyfire.com).

Any person who requires a disability-related modification or accommodation in order to participate in a public meeting should make such a request to Mark Correia, Board Secretary, for immediate consideration.

#### 1. Call to Order

1.1 Pledge of Allegiance and Moment of Silence

1.2 Roll Call

#### 2. Special Presentation

2.1 Badge Pinning – Engineer Patrick Shaughnessy

#### 3. Public Comment (GC §54954.3)

This portion of the meeting is reserved for persons wishing to address the Board on any matter not on the agenda. Any matter that requires Board action will be referred to staff for a report and action at a subsequent Board meeting.

#### 4. Agenda Amendments (GC §54954.2) – Discussion/Action

#### 5. Consent Calendar

(Consent calendar items will be enacted upon by one motion. There will be no separate discussion on items unless a Board Member, Staff, or member of the public requests the removal of the item for separate action.)

5.1 Minutes: Approve Regular Board Meeting Minutes of July 12, 2023

5.2 Approve SVFPD Claims Disbursements for the Month of July 1, 2023 through July 31, 2023 in the Amount of:

Payroll and Benefits:	\$1,889,215.68*
General Fund:	\$ 84,376.42
Capital Outlay:	\$ 5,367.50
SCHMIT:	\$ 4,042.00
TOTAL:	\$1,983,001.60

5.3 Adopt Revised Publicly Available Pay Schedule per Government Code §20636

*\* Includes CalPERS unfunded actuarial liability (UAL) lump-sum prepayment \$988,365 Board approved 6/14/2023 to be paid after 7/1/2023*

**Scotts Valley Fire Protection District  
Board of Directors Meeting for August 9, 2023  
Agenda**

**6. Discussion Items**

- 6.1 Branciforte Annexation Update

**7. Public Hearing/Action Items – Discussion/Action**

- 7.1 Scheduled Public Hearing for the SVFPD Final Budget for Fiscal Year 2023/2024:

685010	General Fund:	\$13,173,203
685030	Capital Outlay Zone A:	\$ 1,529,862
685040	SCHMIT:	\$ 524,061

Public Hearing Process: SVFPD staff will make a summary of the proposed budget. The Board President will ask for public comment. Each speaker should raise their hand, and state their name and address. Each speaker will be allowed three (3) minutes in an effort to have as much public input as possible. Upon completion of the public hearing, the matter will be brought before the Board.

- 7.2 Receive Public Comment and Adopt Resolution 2023-8: Resolution Adopting Final Budget for Fiscal Year 2023/2024

**8. Board of Directors and Administrative Reports – Information/Discussion**

(No action will be taken on any questions raised by the Board at this time.)

- 8.1 Board of Directors Report – *Directors*  
8.2 Administrative Report – *Chief Officers*

**9. Correspondence**

- 9.1 Email Dated 7/30/2023 from Becky Steinbruner

**10. Request for Future Agenda Items**

**11. Adjournment**

Next Regularly Scheduled Board Meeting: Wednesday, September 13, 2023 at 6:00 p.m.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

(831) 438-0211

Fax (831) 438-0383

## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF July 12, 2023

### 1. Call to Order

The Regular Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, July 12, 2023 at the City of Scotts Valley Council Chambers. Vice President Parker called the meeting to order at 6:00 p.m.

#### 1.1 Pledge of Allegiance and Moment of Silence

Vice President Parker called for the Pledge of Allegiance and a Moment of Silence to follow.

#### 1.2 Roll Call

A. Directors Present:	Directors Cosner, Hurst, Parker, Patterson and Pisciotta ( <i>via teleconference</i> )
B. Directors Absent:	None
C. Fire District Staff:	Chief Correia, Battalion Chiefs McNeil and Stubendorff and Administrative Services Manager Walton

### 2. Special Presentations and Introductions

#### 2.1 Oath of Office for Newly Appointed Fire Chief Mark J. Correia

Director Parker presented the Oath of Office to the Newly Appointed Fire Chief Mark Correia.

### 3. Public Comment (GC §54954.3)

None

### 4. Agenda Amendments (GC §54954.2) – Discussion/Action

None

### 5. Consent Calendar

#### 5.1 Minutes: Approve Regular Board Meeting Minutes of June 14, 2023

#### 5.2 Approve SVFPD Claims Disbursements for the Month of June 1, 2023 through June 30, 2023 in the Amount of:

<u>Payroll and Benefits:</u>	\$574,573.85
<u>General Fund:</u>	\$ 34,431.83
<u>Capital Outlay:</u>	\$ 5,624.83
<u>SCHMIT:</u>	\$ 6,078.72
<u>TOTAL:</u>	\$620,709.23

#### 5.3 Authorize Payment to Santa Cruz County Fire Agencies Insurance Group in the Amount of \$465,540 for Workers Compensation Insurance for the 2023/2024 Fiscal Year

On motion of Director Cosner seconded by Director Hurst to *Approve the Consent Calendar* was approved by the following vote:

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting July 12, 2023**

**AYES:** Cosner, Hurst, Parker, Patterson and Pisciotta  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**6. Discussion Items**

**6.1 Branciforte (BFPD) Annexation Update**

Chief Correia reported that last week he met with BFPD Chief Nate Lackey and also met with LAFCO Executive Officer Joe Serrano to get familiar with the Annexation process to date.

Director Patterson stated that he received an email from Joe Serrano on June 26<sup>th</sup> that the BFPD Board approved the Reorganization Agreement. LAFCO has scheduled the public hearing for August 2, 2023 and the required notices have been posted. The annexation process should be completed within the next few months.

Director Patterson inquired about the purchase status of the Type 6 response vehicle. Battalion Chief McNeil stated that Chief Lackey was tasked to make the purchase, which has not been done partially due to the fact that the chassis needs to be purchased prior to placing the order for the Type 6 response vehicle. Battalion Chief McNeil stated that although a Type 6 response vehicle would be nice, we have a good operational plan without it.

**7. Action Items – Discussion/Action**

**7.1 Adopt Resolution 2023-7 Determining that Public Interest and Necessity Demand the Levy of a Special Tax for the Issuance of General Obligation Bonds to Acquire or Construct Improvements to Real Property to Provide Essential Fire Services by Submitting to the Electorate and Calling a Special Election Thereon, Requesting Consolidation of Said Special Election and Authorizing Preparation of a Tax Rate Statement**

Chief Correia stated that the staff report was included in the board packet detailing the Fire Safety Bond Measure. With the BFPD annexation nearing completion, now is the best time to move forward with the Bond Measure.

Bond Counsel Cameron Weist with Weist Law was present at the meeting and discussed the Bond Measure.

**On motion of Director Patterson seconded by Director Pisciotta to *Adopt Resolution 2023-7* was approved by the following vote:**

**AYES:** Cosner, Hurst, Parker, Patterson and Pisciotta  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None  
**ABSTAIN:** None

**7.2 Approve Revised Policy 1605: Fiscal Accountability**

Chief Correia reported that with the necessity to open a bank account with the County, Policy 1605 was revised to reference credit card payments.

**On motion of Director Cosner seconded by Director Hurst to *Approve Revised Policy 1605* was approved by the following vote:**

**AYES:** Cosner, Hurst, Parker, Patterson and Pisciotta  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None  
**ABSTAIN:** None

**7.3 Authorize the Fire Chief to Open a Bank Account Solely for the Acceptance of Credit Card Payments as Required by the County Treasury Division**

Vice President Parker stated that Item 7.3 was self-explanatory based on the previous action item.

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting July 12, 2023**

On motion of Director Cosner seconded by Director Patterson to *Authorize the Fire Chief to Open a Bank Account Solely for the Acceptance of Credit Card Payments as Required by the County Treasury Division* was approved by the following vote:

<b>AYES:</b>	<b>Cosner, Hurst, Parker, Patterson and Pisciotta</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**8. Board of Directors and Administrative Reports – Information/Discussion**  
(No action will be taken on any questions raised by the Board at this time.)

**8.1 Board of Directors Report – Directors**

Director Patterson reported that he met with RRM Design Group, President Pisciotta, Chief Correia, Chief Whittle and Battalion Chief McNeil to discuss options for the layout of the La Madrona Fire Station and Administrative Headquarters to accommodate the Scotts Valley Water District pump station.

**8.2 Administrative Report – Chief Officers**

The Administrative Report was included in the board packet and Chief Correia added the following:

- With the Bond Measure moving forward, staff focus over the next 16 weeks will be on social media and developing information to distribute to the public.
- Before the August Board Meeting, a Finance and Planning Committee meeting will be setup to discuss the final budget and additional fund balance.

Battalion Chief Stubendorff reported that crews have gone above and beyond maintaining fleet. Crews responded to a fire on Highway 17 and the incident went well.

Battalion Chief McNeil stated that the hose and pump testing have been completed. Crews are working on replacing sections of Erba Station siding due to water damage.

**9. Correspondence**

**9.1 Email Dated 6/18/2023 from Becky Steinbruner**

Vice President Parker stated that Becky Steinbruner spoke during public comment at the June Board meeting and was not able to present all of the information in the time allowed so her follow up email was included in Correspondence. Vice President Parker responded to following concerns:

The District Plan for Services for the BFPD Reorganization did not include District based elections. – The District Plan for Services states that the SVFPD Board will consider District based elections in the future.

The District Plan for Services maps are difficult to read. – The SVFPD did not produce the maps so any questions regarding maps should be directed to LAFCO.

**10. Request for Future Agenda Items**  
None

**11. Adjournment**  
The meeting was adjourned at 6:32 p.m.

ATTEST

\_\_\_\_\_  
Daron Pisciotta  
Board President

\_\_\_\_\_  
Mark Correia  
Board Secretary

## SVFPD Expenditure Transactions

Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object

Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685030, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>												
<b>Object: 51000 – REGULAR PAY-PERMANENT</b>												
2024	01	7/01/2023	SA0230000RV		Expenditures	685010	50	51000	67,487.03	REVERSE SA0230000		
2024	01	7/12/2023	PAYPERIOD 14		Expenditures	685010	50	51000	-141,895.09	PAYPERIOD 14PAYDATE 07142023		
2024	01	7/26/2023	PAYPERIOD 15		Expenditures	685010	50	51000	-141,227.84	PAYPERIOD 15PAYDATE 07282023		
Total 51000 – REGULAR PAY-PERMANENT									-215,635.90			
<b>Object: 51005 – OVERTIME PAY-PERMANENT</b>												
2024	01	7/01/2023	SA0230000RV		Expenditures	685010	50	51005	9,540.62	REVERSE SA0230000		
2024	01	7/12/2023	PAYPERIOD 14		Expenditures	685010	50	51005	-39,296.07	PAYPERIOD 14PAYDATE 07142023		
2024	01	7/26/2023	PAYPERIOD 15		Expenditures	685010	50	51005	-24,826.50	PAYPERIOD 15PAYDATE 07282023		
Total 51005 – OVERTIME PAY-PERMANENT									-54,581.95			
<b>Object: 51010 – REGULAR PAY-EXTRA HELP</b>												
2024	01	7/01/2023	SA0230000RV		Expenditures	685010	50	51010	1,284.58	REVERSE SA0230000		
2024	01	7/12/2023	PAYPERIOD 14		Expenditures	685010	50	51010	-2,294.00	PAYPERIOD 14PAYDATE 07142023		
Total 51010 – REGULAR PAY-EXTRA HELP									-1,009.42			
<b>Object: 51035 – HOLIDAY PAY</b>												
2024	01	7/01/2023	SA0230000RV		Expenditures	685010	50	51035	5,656.93	REVERSE SA0230000		
2024	01	7/12/2023	PAYPERIOD 14		Expenditures	685010	50	51035	-10,660.99	PAYPERIOD 14PAYDATE 07142023		
2024	01	7/26/2023	PAYPERIOD 15		Expenditures	685010	50	51035	-11,114.15	PAYPERIOD 15PAYDATE 07282023		
Total 51035 – HOLIDAY PAY									-16,118.21			
<b>Object: 51040 – DIFFERENTIAL PAY</b>												
2024	01	7/01/2023	SA0230000RV		Expenditures	685010	50	51040	3,855.36	REVERSE SA0230000		
2024	01	7/12/2023	PAYPERIOD 14		Expenditures	685010	50	51040	-7,909.09	PAYPERIOD 14PAYDATE 07142023		
2024	01	7/26/2023	PAYPERIOD 15		Expenditures	685010	50	51040	-7,909.09	PAYPERIOD 15PAYDATE 07282023		
Total 51040 – DIFFERENTIAL PAY									-11,962.82			
<b>Object: 52010 – OASDI-SOCIAL SECURITY</b>												
2024	01	7/01/2023	SA0230000RV		Expenditures	685010	50	52010	1,560.65	REVERSE SA0230000		
2024	01	7/12/2023	PAYPERIOD 14		Expenditures	685010	50	52010	-3,332.88	PAYPERIOD 14PAYDATE 07142023		
2024	01	7/26/2023	PAYPERIOD 15		Expenditures	685010	50	52010	-2,727.40	PAYPERIOD 15PAYDATE 07282023		
Total 52010 – OASDI-SOCIAL SECURITY									-4,499.63			
<b>Object: 52015 – PERS</b>												
2024	01	7/01/2023	SA0230000RV		Expenditures	685010	50	52015	12,759.96	REVERSE SA0230000		
2024	01	7/11/2023	SD17SVR2223		Expenditures	685010	50	52015	-183.00	SD17 CALPERS SURV BNFT 22/23	V116512	15321
2024	01	7/12/2023	PAYPERIOD 14		Expenditures	685010	50	52015	-29,552.67	PAYPERIOD 14PAYDATE 07142023		
2024	01	7/26/2023	2324ANNUAL		Expenditures	685010	50	52015	-988,365.00	SV FIRE 23/24 UAL	V116512	15349
2024	01	7/26/2023	PAYPERIOD 15		Expenditures	685010	50	52015	-29,260.21	PAYPERIOD 15PAYDATE 07282023		
Total 52015 – PERS									-1,034,600.92			
<b>Object: 53010 – EMPLOYEE INSURANCE &amp; BENEFITS</b>												
2024	01	7/01/2023	SA0230000RV		Expenditures	685010	50	53010	500.00	REVERSE SA0230000		
2024	01	7/01/2023	SA0230000RV		Expenditures	685010	50	53010	-493.39	REVERSE SA0230000		
2024	01	7/06/2023	DU97872	DU97872	Expenditures	685010	50	53010	137.94	S.Kovacs July23 Dental	C99999	
2024	01	7/06/2023	DU97872	DU97872	Expenditures	685010	50	53010	48.56	M.Pasquini Jul23Dental CK#1024	C99999	
2024	01	7/06/2023	DU97872	DU97872	Expenditures	685010	50	53010	91.85	H.Bustichi Jul23 DentalCK#4113	C99999	
2024	01	7/06/2023	DU97872	DU97872	Expenditures	685010	50	53010	551.10	A,Knox Jul-Dec23Dental CK#600	C99999	
2024	01	7/07/2023	0723SVFD		Expenditures	685010	50	53010	-655.44	LOFRANCO, SAL SVFD Health Ins.	V105221	80057439
2024	01	7/07/2023	0723SVFD		Expenditures	685010	50	53010	-1,358.24	BIDDLE, MIKE SVFD Health Ins.	V105980	80057438
2024	01	7/07/2023	0723SVFD		Expenditures	685010	50	53010	-4,654.90	HEALTH CARE EMP SVFD Group 367	V108670	00435894
2024	01	7/10/2023	0723SVFD		Expenditures	685010	50	53010	-348.27	RONZANO, CHRIST SVFD Health In	V111324	80057504
2024	01	7/10/2023	0723SVFD		Expenditures	685010	50	53010	-1,261.57	FDAC EBA SVFD	V33857	00435944
2024	01	7/10/2023	0723SVFD		Expenditures	685010	50	53010	-364.73	PHINN, MIKE SVFD Health Ins. 7	V103782	80057503
2024	01	7/10/2023	0723SVFD		Expenditures	685010	50	53010	-1,469.14	MCMURRY, MICHA SVFD Health In	V105430	80057502
2024	01	7/10/2023	0723SVFD		Expenditures	685010	50	53010	-711.06	WHITTLE, RON SVFD Health Ins.	V102822	80057506
2024	01	7/10/2023	0723SVFD		Expenditures	685010	50	53010	-849.00	THEILEN, LOTHAR SVFD Health In	V117701	80057505
2024	01	7/10/2023	JUL23HLTH		Expenditures	685010	50	53010	-59,329.37	SV FIRE JUL 2023	V116512	15318
2024	01	7/12/2023	PAYPERIOD 14		Expenditures	685010	50	53010	-1,000.00	PAYPERIOD 14PAYDATE 07142023		
2024	01	7/12/2023	PAYPERIOD 14		Expenditures	685010	50	53010	1,063.19	PAYPERIOD 14PAYDATE 07142023		

## SVFPD Expenditure Transactions

Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object

Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685030, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure:	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>												
<b>Object: 53010 – EMPLOYEE INSURANCE &amp; BENEFITS</b>												
2024	01	7/13/2023	DU98029	DU98029	Expenditures	685010	50	53010	275.55	D.Grebil Jul-Aug23 Dental	C99999	
2024	01	7/13/2023	DU98029	DU98029	Expenditures	685010	50	53010	137.94	S,Kovacs Jul23 Dental	C99999	
2024	01	7/13/2023	DU98029	DU98029	Expenditures	685010	50	53010	48.56	S.Downey Jul23 Dental, CK#2365	C99999	
2024	01	7/20/2023	0823SVFD		Expenditures	685010	50	53010	-1,376.25	FDAC EBA SVFD Life & Vision In	V33857	00436563
2024	01	7/26/2023	PAYPERIOD 15		Expenditures	685010	50	53010	-1,000.00	PAYPERIOD 15PAYDATE 07282023		
2024	01	7/26/2023	PAYPERIOD 15		Expenditures	685010	50	53010	1,063.19	PAYPERIOD 15PAYDATE 07282023		
2024	01	7/27/2023	DU98419	DU98419	Expenditures	685010	50	53010	48.56	M.Marsano Jul23 Dental,CK#214	C99999	
2024	01	7/28/2023	0823SVFD		Expenditures	685010	50	53010	-348.27	RONZANO, CHRIST SVFD Health In	V111324	80058038
2024	01	7/28/2023	0823SVFD		Expenditures	685010	50	53010	-1,469.14	MCMURRY, MICHAEL SVFD Health In	V105430	80058036
2024	01	7/28/2023	0823SVFD		Expenditures	685010	50	53010	-364.73	PHINN, MIKE SVFD Health Ins.-	V103782	80058037
2024	01	7/28/2023	0823SVFD		Expenditures	685010	50	53010	-655.44	LOFRANCO, SAL SVFD Health Ins.	V105221	80058035
2024	01	7/28/2023	0823SVFD		Expenditures	685010	50	53010	-1,358.24	BIDDLE, MIKE SVFD Health Ins.	V105980	80058034
2024	01	7/28/2023	0823SVFD		Expenditures	685010	50	53010	-711.06	WHITTLE, RON SVFD Health Ins.-	V102822	80058040
2024	01	7/28/2023	0823SVFD		Expenditures	685010	50	53010	-4,930.78	HEALTH CARE EMP SVFD Group 367	V108670	00437107
2024	01	7/28/2023	0823SVFD		Expenditures	685010	50	53010	-849.00	THEILEN, LOTHAR SVFD Health In	V117701	80058039
Total 53010 – EMPLOYEE INSURANCE & BENEFITS									-81,591.58			
<b>Object: 53015 – UNEMPLOYMENT INSURANCE</b>												
2024	01	7/01/2023	SA0230000RV		Expenditures	685010	50	53015	20.56	REVERSE SA0230000		
2024	01	7/12/2023	PAYPERIOD 14		Expenditures	685010	50	53015	-148.71	PAYPERIOD 14PAYDATE 07142023		
Total 53015 – UNEMPLOYMENT INSURANCE									-128.15			
<b>Object: 54010 – WORKERS COMPENSATION INSURANCE</b>												
2024	01	7/28/2023	291654		Expenditures	685010	50	54010	-465,540.00	SANTA CRUZ COUN SVFD	V104861	00437111
Total 54010 – WORKERS COMPENSATION INSURANCE									-465,540.00			
<b>Object: 55021 – OTHER BENEFITS MISC</b>												
2024	01	7/01/2023	SA0230000RV		Expenditures	685010	50	55021	799.04	REVERSE SA0230000		
2024	01	7/12/2023	PAYPERIOD 14		Expenditures	685010	50	55021	-2,173.07	PAYPERIOD 14PAYDATE 07142023		
2024	01	7/26/2023	PAYPERIOD 15		Expenditures	685010	50	55021	-2,173.07	PAYPERIOD 15PAYDATE 07282023		
Total 55021 – OTHER BENEFITS MISC									-3,547.10			
Total 50 – SALARIES AND EMPLOYEE BENEF									-1,889,215.68			
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61110 – CLOTHING &amp; PERSONAL SUPPLIES</b>												
2024	01	7/17/2023	0070252		Expenditures	685010	60	61110	-500.00	CITY OF SNOQUAL SVFD	V45896	00436210
2024	01	7/31/2023	0723SVFD		Expenditures	685010	60	61110	-928.20	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 61110 – CLOTHING & PERSONAL SUPPLIES									-1,428.20			
<b>Object: 61125 – UNIFORM REPLACEMENT</b>												
2024	01	7/17/2023	397267		Expenditures	685010	60	61125	-317.57	HOOK FAST SPECI SVFD	V101394	00436211
2024	01	7/31/2023	0723SVFD		Expenditures	685010	60	61125	-1,116.72	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 61125 – UNIFORM REPLACEMENT									-1,434.29			
<b>Object: 61215 – RADIO</b>												
2024	01	7/17/2023	0723SVFD		Expenditures	685010	60	61215	-34,707.00	SANTA CRUZ REGI SVFD	V13917	00436213
Total 61215 – RADIO									-34,707.00			
<b>Object: 61221 – TELEPHONE-NON TELECOM 1099</b>												
2024	01	7/31/2023	0723SVFD		Expenditures	685010	60	61221	-556.23	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 61221 – TELEPHONE-NON TELECOM 1099									-556.23			
<b>Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES</b>												
2024	01	7/31/2023	0723SVFD		Expenditures	685010	60	61425	-402.58	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 61425 – OTHER HOUSEHOLD EXP-SERVICES									-402.58			
<b>Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV</b>												
2024	01	7/17/2023	9489		Expenditures	685010	60	61720	-3,651.57	CENTRAL FIRE PR SVFD	V116886	00436209
2024	01	7/17/2023	9490		Expenditures	685010	60	61720	-216.35	CENTRAL FIRE PR SVFD	V116886	00436209
2024	01	7/17/2023	9491		Expenditures	685010	60	61720	-3,014.41	CENTRAL FIRE PR SVFD	V116886	00436209
2024	01	7/28/2023	0723SVFD2		Expenditures	685010	60	61720	-152.22	SCARBOROUGH LUM SVFD Acct 1169	V1233	00437112



## SVFPD Expenditure Transactions

Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object

Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685030, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV</b>												
2024	01	7/28/2023	CI040245		Expenditures	685010	60	61720	-834.81	GOLDEN STATE EM SVFD PIE-0143	V129826	00437106
2024	01	7/28/2023	CI040269		Expenditures	685010	60	61720	-442.31	GOLDEN STATE EM SVFD PIE-0143	V129826	00437106
2024	01	7/28/2023	CI040280		Expenditures	685010	60	61720	-64.92	GOLDEN STATE EM SVFD PIE-0143	V129826	00437106
2024	01	7/31/2023	0723SVFD		Expenditures	685010	60	61720	-387.39	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV									-8,763.98			
<b>Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES</b>												
2024	01	7/10/2023	14939		Expenditures	685010	60	61725	-1,861.00	PAGODA TECHNOLO SVFD	V125184	00435947
Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES									-1,861.00			
<b>Object: 61730 – MAINT-OTH EQUIP-SERVICES</b>												
2024	01	7/28/2023	0723SVFD4		Expenditures	685010	60	61730	-39.46	SCARBOROUGH LUM SVFD Acct 1169	V1233	00437112
2024	01	7/28/2023	SCOAS2024		Expenditures	685010	60	61730	-2,000.00	SAN LORENZO VAL SVFD	V107826	00437110
2024	01	7/31/2023	0723SVFD		Expenditures	685010	60	61730	-739.91	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 61730 – MAINT-OTH EQUIP-SERVICES									-2,779.37			
<b>Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV</b>												
2024	01	7/20/2023	4253		Expenditures	685010	60	61845	-95.00	CERTIFIED BACKF SVFD	V31240	00436562
2024	01	7/28/2023	0723SVFD1		Expenditures	685010	60	61845	-506.24	SCARBOROUGH LUM SVFD Acct 1169	V1233	00437112
2024	01	7/31/2023	0723SVFD		Expenditures	685010	60	61845	-2,854.60	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									-3,455.84			
<b>Object: 61920 – MEDICAL, DENTAL &amp; LAB SUPPLIES</b>												
2024	01	7/07/2023	85008844		Expenditures	685010	60	61920	-74.36	BOUND TREE MEDI SVFD	V12149	00435893
2024	01	7/10/2023	84928135		Expenditures	685010	60	61920	-0.02	BOUND TREE MEDI SVFD	V12149	00435943
Total 61920 – MEDICAL, DENTAL & LAB SUPPLIES									-74.38			
<b>Object: 62020 – MEMBERSHIPS</b>												
2024	01	7/10/2023	0723SVFD		Expenditures	685010	60	62020	-400.00	FIRE DISTRICTS Scotts Valley F	V103446	00435945
2024	01	7/10/2023	SCO23/24DUES		Expenditures	685010	60	62020	-300.00	SANTA CRUZ COUN SVFD	V118736	00435948
2024	01	7/17/2023	02516		Expenditures	685010	60	62020	-75.00	AFSS NORTHERN D SVFD	V129524	00436190
2024	01	7/17/2023	02549		Expenditures	685010	60	62020	-75.00	AFSS NORTHERN D SVFD	V129524	00436190
2024	01	7/20/2023	02554		Expenditures	685010	60	62020	-75.00	AFSS NORTHERN D SVFD	V129524	00436380
Total 62020 – MEMBERSHIPS									-925.00			
<b>Object: 62219 – PC SOFTWARE PURCHASES</b>												
2024	01	7/10/2023	24651		Expenditures	685010	60	62219	-833.00	AVENZA SYSTEMS SVFD 24651	V37309	00435942
2024	01	7/10/2023	3360		Expenditures	685010	60	62219	-2,431.01	LOCALITY MEDIA SVFD #3360	V39212	00435946
2024	01	7/13/2023	DU98029	DU98029	Expenditures	685010	60	62219	500.00	BCFD Runbook INV#0623	C99999	
2024	01	7/17/2023	2023-60		Expenditures	685010	60	62219	-2,032.00	STREAMLINE AUTO SVFD	V38876	00436214
2024	01	7/31/2023	0723SVFD		Expenditures	685010	60	62219	-314.19	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 62219 – PC SOFTWARE PURCHASES									-5,110.20			
<b>Object: 62223 – SUPPLIES</b>												
2024	01	7/20/2023	14981		Expenditures	685010	60	62223	-2,452.91	PAGODA TECHNOLO SVFD	V125184	00436564
2024	01	7/31/2023	0723SVFD		Expenditures	685010	60	62223	-61.42	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 62223 – SUPPLIES									-2,514.33			
<b>Object: 62301 – ACCOUNTING AND AUDITING FEES</b>												
2024	01	7/20/2023	12056		Expenditures	685010	60	62301	-967.50	TOTAL COMPENSAT SVFD ACCOUNTS	V129212	00436566
2024	01	7/20/2023	1370		Expenditures	685010	60	62301	-4,800.00	PEHLING & PEHLI SVFD	V128403	00436565
Total 62301 – ACCOUNTING AND AUDITING FEES									-5,767.50			
<b>Object: 62327 – DIRECTORS' FEES</b>												
2024	01	7/12/2023	PAYPERIOD 14		Expenditures	685010	60	62327	-2,400.00	PAYPERIOD 14PAYDATE 07142023		
Total 62327 – DIRECTORS' FEES									-2,400.00			
<b>Object: 62367 – MEDICAL SERVICES-OTHER</b>												
2024	01	7/17/2023	EM004155		Expenditures	685010	60	62367	-208.00	AGILE OCCUPATIO SVFD	V44838	00436191
2024	01	7/20/2023	EM004383		Expenditures	685010	60	62367	-310.00	AGILE OCCUPATIO SVFD Medical P	V44838	00436381
Total 62367 – MEDICAL SERVICES-OTHER									-518.00			



## SVFPD Expenditure Transactions

Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object

Post On [*@prior-month*] and Revenues/Expenditures [*XP*] and GL Key [*685010, 685030, 685040*]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 62381 – PROF &amp; SPECIAL SERV-OTHER</b>												
2024	01	7/17/2023	202308		Expenditures	685010	60	62381	-250.00	SANTA CRUZ CO E SVFD	V120732	00436212
2024	01	7/20/2023	202354		Expenditures	685010	60	62381	-190.00	CENTRAL COAST C SVFD	V15383	00436561
2024	01	7/20/2023	202363		Expenditures	685010	60	62381	-762.00	CENTRAL COAST C SVFD	V15383	00436561
2024	01	7/28/2023	246499		Expenditures	685010	60	62381	-2,191.00	LIEBERT CASSIDY SVFD	V119863	00437108
2024	01	7/28/2023	52171		Expenditures	685010	60	62381	-890.50	CSG CONSULTANTS SVFD	V121100	00437105
Total 62381 – PROF & SPECIAL SERV-OTHER									-4,283.50			
<b>Object: 62715 – SMALL TOOLS &amp; INSTRUMENTS</b>												
2024	01	7/28/2023	0723SVFD3		Expenditures	685010	60	62715	-21.93	SCARBOROUGH LUM SVFD Acct 1169	V1233	00437112
2024	01	7/31/2023	0723SVFD		Expenditures	685010	60	62715	-42.78	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 62715 – SMALL TOOLS & INSTRUMENTS									-64.71			
<b>Object: 62826 – EDUCATION AND/OR TRAINING</b>												
2024	01	7/20/2023	0723SVFD		Expenditures	685010	60	62826	-476.91	CORREIRA, MARK SVFD	V45946	00436382
Total 62826 – EDUCATION AND/OR TRAINING									-476.91			
<b>Object: 62888 – SPEC DIST EXP-SERVICES</b>												
2024	01	7/31/2023	0723SVFD		Expenditures	685010	60	62888	-54.62	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 62888 – SPEC DIST EXP-SERVICES									-54.62			
<b>Object: 62890 – SUBSCRIPTIONS BOOKS &amp; ED MATER</b>												
2024	01	7/17/2023	848472879		Expenditures	685010	60	62890	-231.13	WEST PUBLISHING SVFD	V120635	00436193
2024	01	7/31/2023	0723SVFD		Expenditures	685010	60	62890	-792.00	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 62890 – SUBSCRIPTIONS BOOKS & ED MATER									-1,023.13			
<b>Object: 62914 – EDUCATION &amp; TRAINING(REPT)</b>												
2024	01	7/31/2023	0723SVFD		Expenditures	685010	60	62914	-250.00	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 62914 – EDUCATION & TRAINING(REPT)									-250.00			
<b>Object: 62920 – GAS, OIL, FUEL</b>												
2024	01	7/20/2023	840833		Expenditures	685010	60	62920	-2,361.96	WESTERN STATES SVFD Fuel/Diese	V39738	00436567
Total 62920 – GAS, OIL, FUEL									-2,361.96			
<b>Object: 63070 – UTILITIES</b>												
2024	01	7/17/2023	0723SVFD2		Expenditures	685010	60	63070	-672.12	PACIFIC GAS AND SVFD	V129169	00436192
2024	01	7/20/2023	0723SVFD1		Expenditures	685010	60	63070	-676.19	PACIFIC GAS AND SVFD	V129169	00436455
2024	01	7/20/2023	0723SVFD3		Expenditures	685010	60	63070	-74.70	PACIFIC GAS AND SVFD PG&E- VF1	V129169	00436455
2024	01	7/20/2023	0723SVFD4		Expenditures	685010	60	63070	-72.62	PACIFIC GAS AND SVFD PG&E- VF2	V129169	00436455
2024	01	7/31/2023	0723SVFD		Expenditures	685010	60	63070	-1,668.06	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 63070 – UTILITIES									-3,163.69			
Total 60 – SERVICES AND SUPPLIES									-84,376.42			
Total 685010 – SCOTTS VALLEY FIRE PROT SVC									-1,973,592.10			
<b>GL Key: 685030 – SCOTTS VLY FIRE DIST.-CAPITAL</b>												
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV</b>												
2024	01	7/07/2023	3001-02-05523		Expenditures	685030	60	61845	-5,367.50	RRM DESIGN GROU SVFD	V126553	80057440
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									-5,367.50			
Total 60 – SERVICES AND SUPPLIES									-5,367.50			
Total 685030 – SCOTTS VLY FIRE DIST.-CAPITAL									-5,367.50			
<b>GL Key: 685040 – SV FIRE DIST-REGIONAL HAZ RESP</b>												
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 62914 – EDUCATION &amp; TRAINING(REPT)</b>												
2024	01	7/28/2023	708		Expenditures	685040	60	62914	-4,042.00	RW JONES AND AS SVFD	V129231	00437109
Total 62914 – EDUCATION & TRAINING(REPT)									-4,042.00			
Total 60 – SERVICES AND SUPPLIES									-4,042.00			
Total 685040 – SV FIRE DIST-REGIONAL HAZ RESP									-4,042.00			
									-1,983,001.60			



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Effective 7/1/2021 and revised 6/24/2023.

Time Base Monthly	7/1/2021		7/1/2022		7/1/2023		7/1/2024	
Confidential Employees	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Admin Accounting Specialist	\$4,979.78	\$5,489.81	\$5,328.36	\$5,874.10	\$5,541.50	\$6,109.06	\$5,763.16	\$6,353.43
Admin Services Manager	\$6,314.79	\$6,961.62	\$6,756.82	\$7,448.94	\$7,027.09	\$7,746.89	\$7,308.18	\$8,056.77
Education Incentive	\$150.00	\$200.00	\$150.00	\$200.00	\$150.00	\$200.00	\$150.00	\$200.00
<b>IAFF Local 3577</b>								
Firefighter	\$7,356.96	\$7,724.08	\$7,356.96	\$7,724.08	\$7,577.67	\$7,955.80	\$7,805.00	\$8,194.48
Engineer	\$8,113.04	\$9,637.68	\$8,113.04	\$9,637.68	\$8,356.43	\$9,926.81	\$8,607.12	\$10,224.61
Captain	\$10,600.72	\$11,466.00	\$10,600.72	\$11,466.00	\$10,918.74	\$11,809.98	\$11,246.30	\$12,164.28
Admin Captain	\$11,025.04	\$11,924.64	\$11,649.00	\$12,600.00	\$11,998.00	\$12,978.00	\$12,358.00	\$13,367.00
Deputy Fire Marshal	N/A	N/A	\$11,649.00	\$12,600.00	\$11,998.00	\$12,978.00	\$12,358.00	\$13,367.00
Holiday Pay	\$363.84	\$567.00	\$727.68	\$1,134.00	\$749.52	\$1,168.08	\$771.84	\$1,203.12
Paramedic Incentive	\$231.72	\$772.41	\$231.72	\$772.41	\$238.67	\$795.58	\$245.83	\$819.45
Haz Mat Incentive	\$367.85	\$475.00	\$367.85	\$475.00	\$378.88	\$475.00	\$390.25	\$475.00
Education Incentive	N/A	N/A	\$150.00	\$200.00	\$150.00	\$200.00	\$150.00	\$200.00
<b>Chief Officers</b>								
Battalion Chief	\$13,185.12	\$13,989.04	\$13,185.12	\$13,989.04	\$13,580.67	\$14,408.71	\$13,988.09	\$14,840.97
Holiday Pay	\$652.01	\$691.77	\$1,304.02	\$1,383.53	\$1,343.14	\$1,425.04	\$1,383.44	\$1,467.79
Management Incentive	\$975.00	\$975.00	\$1,029.17	\$1,029.17	\$1,083.33	\$1,083.33	\$1,137.50	\$1,137.50
<b>Fire Chief</b>								
Fire Chief	\$16,604.00	\$17,617.00	\$17,387.00	\$18,447.00	\$17,908.00	\$19,000.00	\$18,446.00	\$19,570.00
Management Incentive	\$975.00	\$975.00	\$1,029.17	\$1,029.17	\$1,083.33	\$1,083.33	\$1,137.50	\$1,137.50
Education Incentive					\$150.00	\$300.00	\$150.00	\$300.00
<b>Time Base Hourly</b>	<b>1/1/2021</b>		<b>1/1/2022</b>		<b>1/1/2023</b>	<b>7/1/2023</b>		
Paid Call Firefighter (PCF)	\$14.00		\$15.00		\$15.50	\$15.50		
Hydrant Maintenance	\$18.00		\$18.00		\$18.00	\$18.00		
Temporary Firefighter	\$30.32		\$30.32		\$30.32	\$31.23		

PASSED AND ADOPTED BY THE Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, at a regular meeting held on August 9, 2023, by the following vote:

AYES      NOES      ABSENT      ABSTAIN

Director Adam Cosner  
Director Kris Hurst  
Director Joseph Parker  
Director Russ Patterson  
Director Daron Pisciotta

ATTEST:

\_\_\_\_\_  
Mark Correia  
Board Secretary

\_\_\_\_\_  
Daron Pisciotta  
Board President



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

**Mark Correira**  
**Fire Chief**

Date: August 9, 2023  
To: Hon. Board of Directors  
From: Mark Correira, Fire Chief  
Subject: **Board Memo - Final Budget**

## **Recommendation**

Adopt Resolution 2023-8 approving the 2023/2024 Final Budget as presented:

685010	General Fund	\$13,173,203
685030	Capital Outlay/Zone A	\$1,529,862
685040	SCHMITT	\$524,061

## **Background**

On May 10<sup>th</sup>, 2023 the Board of Directors approved the 2023/2024 preliminary budget, set a public hearing for the adoption of the final budget for August 9, 2023, and directed staff to post the notice for the public hearing and make the budget available for public review. In preparation for the August 9<sup>th</sup> Final Budget hearing, Staff is proposing the 2023/2024 Final Budget for consideration and adoption.

Since the approval of the 2023/2024 Preliminary budget, forecasted areas of the budget have been updated with “actual” numbers. A copy of the 2023/2024 Preliminary Budget Memorandum can be found attached to this memorandum as Attachment A.

In addition and included in the final budget, the Staff is recommending seven (7) changes from the Preliminary Budget that will benefit the District and those we serve. These changes can be found in detail later in this document.

The following table provides a picture of the fund-level changes between the 2023/2024 Preliminary Budget and the Final Budget:

<i>Fund Number</i>	<i>Fund Description</i>	<i>Prelim. Budget Appropriations</i>	<i>Final Budget Appropriations</i>	<i>Variance</i>
685010	General Fund	\$12,599,481	\$13,173,203	\$573,722
685030	Capital Outlay/Zone A	\$2,434,957	\$1,529,862	-\$905,095
685040	SCHMITT	\$487,195	\$487,195	\$0
TOTAL				-\$331,373

The remainder of the memorandum will describe the changes to the fund balances in greater detail.

#### **Revenue:**

The beginning fund balance for the Final 2023/2024 Fiscal Year is \$3,680,415. This is an increase of \$543,938 when compared to the preliminary budget. The cause for this increase was higher revenues than forecasted in property taxes (0.45%), and distribution of the redevelopment agency (RDA) funds (\$498,601).

An estimated increase in property tax of 4% was included in the 2023/2024 Final Budget as recommended by the Santa Cruz County Auditor's Office.

An increase (\$2,000) was added to the budgeted Interest Revenue. This change is being added do to historically higher-than-forecasted revenue from investments, and the movement of funds from Capital Outlay/Zone A to the General Fund. More detail on this change is found later in this memorandum.

#### **Expenses:**

The Salaries and Benefits section of the budget totals \$8,638,047 and includes the salary increase of 3% outlined in the memorandums of understanding and contractual obligations with the employee groups. These changes were effective on July 1, 2023. In addition, out-of-county strike team overtime was budgeted at \$475,000. This amount is based on the historical practices at the District. Expenses from out-of-county strike team responses are reimbursed according to the California Fire Assistance Agreement and offset these expenses accordingly.

The Services and Supplies budget was increased by \$38,269. Changes include an increase in the following sections:

<i>Line #</i>	<i>Description</i>	<i>Adjustment</i>	<i>Comment</i>
61215	Radio Services and Comms.	\$669	Ongoing radio user expenses
61920	Medical Supplies	\$600	Video Laryngoscope blades
62381	Professional Services	\$35,000	Strategic Planning (\$25,000), Firefighter Mental Health and Wellness (\$10,000)
62715	Small Tools / Instruments	\$2,000	Video Laryngoscopes

Also changed from the Preliminary Budget was moving \$1,000,000 from the Capital Outlay/Zone A fund to the General Fund. These funds maintain the same line number and description (86110 Structures and Improvements), and will be used for the same purpose (La Madrona Fire Station).

Board of Directors

Adam Cosner Kris Hurst Joe Parker Russ Patterson Daron Pisciotta

The rationale in keeping these monies in the general fund is to avoid having to borrow money while waiting for taxes to be collected. Known as the “dry tax season,” tax monies are collected and deposited only three times per year. To cover expenses between these collection windows, the District will borrow funds and repay it after the taxes are collected. The District pays an interest payment when borrowing these funds. Retaining the \$1,000,000 in the General Funds will avoid having to borrow money and this interest payment.

**Capital Outlay / Zone A Fund:**

The Capital Outlay/Zone A (COZA) fund was adjusted -\$905,095. The lion share of this change is moving the \$1,000,000 to the General Fund for the La Madrona Fire Station.

In addition to the Preliminary Budget additions, Staff is recommending the addition of a commercial-grade replacement stove (\$20,000) for the Erba Lane Station. The Erba Station Stove has been repaired multiple times and reached the end of its useful life. If approved, the new stove will be used on Erba Lane and later move to the La Madrona Station once approved by the voters.

Lastly, a turnout gear washer/extractor (\$25,000) for the Glennwood Station was added to the COZA. The Glennwood Station extractor is not cleaning gear as required and is in need of plumbing repair and appliance replacement. Cancer is the leading cause of firefighter death with many of the carcinogens being communicated through unclean firefighting protective gear.

**SCHMITT:**

There were no substantive changes to the Final SCHMITT Budget. Its important to note the Preliminary Budget was approved at \$487,195 and the Final Budget is being recommended at \$524,061. This increase (\$36,866) is because of the under-estimated and forecasted fund balance.

**CLOSING:**

Staff is recommending the adoption of the 2023/2023 Final Budget as presented. The detail provided above has been reviewed by the District’s Finance and Planning Committee and they concurred with this recommendation.

Detailed fund amounts can be found attached to this document as Attachment B.

**Attachments:**

A: 2023/2024 Preliminary Budget Memo

B: 2023/2024 Detailed Fund Amounts



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Date: May 10, 2023  
To: Board of Directors  
From: Ron Whittle, Fire Chief  
Subject: 2023/2024 Preliminary Budgets

---

## **Recommendation**

1. Adopt the 2023/2024 Preliminary Budgets as presented:

685010	General Fund:	\$ 12,599,481
685030	Capital Outlay/Zone A:	\$ 2,434,957
685040	SCHMIT:	\$ 487,195

2. Set a public hearing for adoption of the final budgets for August 9, 2023, Regular Board Meeting.
3. Direct staff to publish a notice for the public hearing and make the budgets available for public review.

## **Background**

The Board of Directors must pass a preliminary budget before June 30<sup>th</sup> and a final budget by October 1<sup>st</sup> of each year.

## **General Fund**

### **Revenue**

The estimated Fund Balance beginning this fiscal year is \$ 3,136,477

An estimated increase to property tax of 4% has been included in the preliminary budget as recommended by the County Auditor's Office.

Revenue from Plan Check and Inspection Fees for FY 2023/2024 are estimated at \$50,000, while the estimated expenditures for contract plan check and inspection services are \$6,000.

Revenue from the SCHMIT administrative contract is \$6,000.

### **Expenditures**

The Salaries and Benefits budget includes the Regular Salary increase of 3% effective July 1, 2023. The Overtime account includes \$475,000 for out-of-county strike team response. The amounts budgeted reflect the trend over the last few years. All strike team expenses are reimbursed according to the California Fire Assistance Agreement. All allocated positions are funded.

The CalPERS Safety Retirement Plan is 24.15% of payroll, which is up slightly from the 2022/2023 fiscal year amount of 21.84%. The Unfunded Accrued Liability's (UAL) annual lump sum

prepayment option for the Safety Plan is \$988,365, which is down from the 2022/2023 payment of \$1,011,158.

The CalPERS Miscellaneous Plan is 12.47% of payroll which is up from the 2022/2023 fiscal year amount of 10.87%. The UAL's annual lump sum prepayment option for the Miscellaneous Plan is \$21,941 which is down from the 2022/2023 payment of \$23,956.

The employer rate for new CalPERS safety employees hired after January 1, 2013, is 13.54% of payroll, up slightly from the 2022/2023 rate of 12.78%. There is no UAL payment for PEPRSA Safety employees due this fiscal year. The Non-Safety employee rate is 7.68% of payroll, up from the 2022/2023 rate of 7.47%. There is no UAL payment for PEPRSA Non-Safety employees due this fiscal year.

This represents a budgeted amount of \$1,826,480 payable to CalPERS, which represents a \$54,498 increase over 2022/2023 budget.

Health insurance is budgeted for an estimated 10% increase effective January 1, 2024. Retiree health insurance is budgeted at \$100,298, an increase of \$11,242 over last year.

Workers compensation insurance is estimated at \$506,784, an increase of 34% over last fiscal year.

The Services and Supplies budget is \$865,157, which is a decrease of \$16,522 over 2022/2023.

The Contributions to Other Agencies is for the District's share of the LAFCO budget which is estimated at \$9,000, as well as \$155,000 contributions to the OPEB Trust and \$150,000 for Pension Prefunding Trust.

A \$1,000,000 transfer to Capital Outlay/Zone A is budgeted, and \$250,000 for Contingencies.

General Reserves for 2023/2024 are set at \$1,450,674 in accordance with District Policy 1608.

### **Capital Outlay/Zone A**

The beginning fund balance is estimated at \$1,284,634. A 4% increase in property tax revenue is estimated for this fiscal year.

Revenue consists of Zone A Tax collection of \$140,349, \$1,000,000 transfer-in from the General Fund and \$5,000 in interest, for a total budget of \$2,434,957.

Besides auditing and accounting costs, \$581,652 is budgeted for the architect contract for the La Madrona Fire station and an additional \$50,000 has been budgeted for permits and fees. Election costs of \$87,000 is set aside for the November bond election. We have also designated \$1,000,000 for the construction of the La Madrona Station. Equipment purchases include two (2) new LifePak 15 monitor / defibrillators that we are purchasing as part of a countywide purchase through AMR, and turnout dryers for the Glenwood Station. General Reserves of \$350,407 for future projects and \$200,000 for contingencies.

### **SCHMIT**

The beginning fund balance for the Santa Cruz Hazardous Materials Interagency Team is estimated at \$225,000. An average Revenue increase of 20% has been applied.

Services and Supplies are to support the operating costs of the team in the amount of \$88,024 which includes a \$6,000 charge for management of the program. Personnel costs include \$20,000 for reimbursement to response agencies in the event of an activation, and \$240,000 for differential costs for the response agencies.



# Scotts Valley Fire Protection District

General Fund (685010)

2023/2024 Final Budget

## Revenue Summary

Account #	Revenue Description	Revenue Amount
40100	Prop Tax-Current Secured	\$ 8,594,091
40110	Prop Tax-Current Unsecured	\$ 158,497
40150	Supplemental Prop Tax-Current Secured	\$ 98,984
40151	Supplemental Prop Tax-Current Unsecured	\$ 2,000
40160	Supplemental Prop Tax-Prior Sec, Supplemental	\$ 3,000
40330	Licenses and Permits	\$ 50,000
40430	Interest	\$ 5,000
40440	Rents and Leases	\$ 1,200
40830	St-Homeowners' Property Tax Relief	\$ 40,516
40894	ST-Aid Others	\$ 475,000
42010	SCHMIT Administrative Services	\$ 6,000
42055	SCHMIT Reimbursement	\$ 56,000
42384	Other Revenue	\$ 2,500
42462	Transfer In From Capital Outlay/Zone A	\$ -
Total Revenue		\$ 9,492,788
Fund Balance		\$ 3,680,415
Total General Fund Revenue		\$ 13,173,203

## Expenditure Summary

Account #	Expense Category	Expense Amount
50000	Salaries & Benefits	\$ 8,638,047
60000	Services & Supplies	\$ 911,426
75000	Other Charges	\$ 314,000
80000	Fixed Assets	\$ 1,000,000
Total Expenditures		\$ 10,863,473
Operating Transfer Out		\$ -
Contingencies		\$ 250,000
Reserves - Undesignated		\$ 2,059,730
Total General Fund Budget		\$ 13,173,203

### Notes:

Schedule of Revenue: 50% in December, 45% in April and 5% in June

Account 40100 reflects a 4% increase as per Santa Cruz County Auditor's Office.

Other Charges - Contributions to Trust, accounts and LAFCO charges.

Account 40330 - Revenue from Permits, Plan Checks and Inspections

Account 40440 - Revenue from the Lease of the Marywood Property

Account 40894 - Revenue from Statewide Strike Teams, Overhead Assignments

Account 42010 - Revenue of \$6000 for SCHMIT Administration

Account 42055 - Reimbursement for Personnel - Haz Mat Stipends and Training

Account 42384 - Revenue from CPR Classes, Donations, and Misc. Revenue

Estimated Fund Balance as of June 30, 2023

Reserves = Balance as per Policy 1608 - Reserve Guidelines.

# Scotts Valley Fire Protection District

## General Fund (685010)

2023/2024 Final Budget

Expenditure Accounts		
Account #	Category	Amount
<b>Salaries and Benefits</b>		
51000	Regular Pay, Perm.	\$ 3,769,692
51005	Overtime Pay	\$ 906,032
51010	Regular Pay, Extra help	\$ 56,500
51035	Holiday Pay	\$ 308,568
51040	Differential Pay	\$ 205,992
52010	Medicare Tax	\$ 82,583
52015	PERS	\$ 1,771,669
53010	Employee Group Insurance	\$ 942,379
53015	Unemployment Insurance	\$ 7,785
54010	Workers' Compensation Ins	\$ 464,393
55020	Sick Leave Reserve	\$ 18,954
55021	Other Benefits Miscellaneous: Vacation Payoff	\$ 103,500
<b>Total Salaries and Benefits</b>		<b>\$ 8,638,047</b>
<b>Services and Supplies</b>		
61110	Clothing and Personal Supplies	\$ 20,350
61125	Uniforms	\$ 25,650
61215	Radio Services and Communications	\$ 78,814
61221	Telephone and Telegraph	\$ 14,900
61310	Food	\$ 7,500
61425	Household Expense	\$ 7,500
61535	Insurance	\$ 67,308
61720	Maintenance Mobile Equipment	\$ 125,000
61725	Maintenance Office Equipment	\$ 27,712
61730	Maintenance Other Equipment	\$ 32,150
61845	Maintenance Structure & Grounds	\$ 36,400
61920	Medical Supplies	\$ 11,900
62020	Memberships	\$ 5,736
62111	Miscellaneous Expense	\$ 1,500
62219	Computer Software	\$ 20,772
62223	Office Expense	\$ 12,600
62301	Accounting & Auditing Fees	\$ 77,600
62327	Directors Fees	\$ 9,500
62358	Laundry Service	\$ 1,250
62367	Medical Services	\$ 25,800
62381	Professional/Special Services	\$ 96,500
62420	Publications and Legal Notices	\$ 2,000
62500	Rents and Leases, Equipment	\$ 1,000
62715	Small Tools and Instruments	\$ 27,659
62826	Education Reimbursement	\$ 22,500
62888	Special District Expense	\$ 9,400
62890	Subscriptions	\$ 2,675
62914	Education & Training	\$ 25,100
62920	Gas, Oil and Fuel	\$ 56,350
62930	Conference Tuition - Registrations	\$ 20,100
63070	Utilities	\$ 38,200
<b>Total Services &amp; Supplies</b>		<b>\$ 911,426</b>
<b>Other Charges</b>		
75233	Contributions to Trust/Agency Fund	305,000
75231	Contributions to Other Government Agencies	9,000
<b>Total Other Charges</b>		<b>314,000</b>
<b>Fixed Assets</b>		
86110	Structure and Improvements	1,000,000
<b>Total Fixed Assets</b>		<b>1,000,000</b>
<b>Appropriation for Contingencies</b>		
98700	Contingencies	250,000
<b>Total Contingencies</b>		<b>250,000</b>
<b>General Reserves</b>		
98965	Undesignated Fund Balance	2,059,730
<b>Total Reserves</b>		<b>2,059,730</b>
<b>TOTAL EXPENDITURES</b>		<b>13,173,203</b>

# Scotts Valley Fire Protection District

General Fund (685010)

2023/2024 Final Budget

## Schedule of Fixed Assets

Account #	Description	Amount
86110	Structures and Improvements	
	La Madrona Fire Station	\$ 1,000,000
Subtotal Structures and Improvements		\$ 1,000,000
Total Fixed Assets		\$ 1,000,000

Signed:

Board Secretary

# Scotts Valley Fire Protection District

Capital Outlay - Zone A (685030)

2023/2024 Final Budget

## Revenue Summary

Account #	Revenue Description	Revenue Amount
40100	Prop Tax-Current Secured	\$ 140,349
40110	Prop Tax-Current Unsecured	\$ 2,786
40150	Supplemental Prop Tax-Current Secured	\$ 1,500
40151	Supplemental Prop Tax-Current Unsecured	\$ -
40430	Interest	\$ 5,000
40830	St-Homeowners' Property Tax Relief	\$ 688
42462	Transfer In From General Fund	\$ -
Total Revenue		\$ 150,323
Fund Balance		\$ 1,379,539
Total Capital Outlay/Zone A Revenue		\$ 1,529,862

## Expenditure Summary

Account #	Expense Category	Expense Amount
60000	Services and Supplies	\$ 822,652
86000	Fixed Assets	\$ 190,500
Total Expenditures		\$ 1,013,152
Operating Transfer Out		\$ -
Contingencies		\$ 200,000
General Reserves		\$ 316,710
Total Capital Outlay / Zone A Budget		\$ 1,529,862

# Scotts Valley Fire Protection District

Capital Outlay - Zone A (685030)

2023/2024 Final Budget

## Expenditure Accounts

Account #	Category	Amount
<b>Services and Supplies</b>		
61845	Maintenance Structure & Grounds	\$ 50,000
62111	Miscellaneous	\$ 3,000
62223	Office Supplies	\$ 4,000
62301	Accounting & Auditing Fees	\$ 1,000
62381	Professional Services	\$ 742,652
62710	Equipment	\$ 16,000
62715	Small Tool	\$ 6,000
<b>Total Services and Supplies</b>		<b>\$ 822,652</b>
<b>Fixed Assets</b>		
86110	Structures and Improvements	\$ 63,000
86204	Equipment	\$ 67,500
86209	Mobile Equipment	\$ 60,000
<b>Total Fixed Assets</b>		<b>\$ 190,500</b>
<b>Operating Transfer Out</b>		
90000	Transfer To General Fund (685010)	\$ -
<b>Total Operating Transfer Out</b>		<b>\$ -</b>
<b>Appropriation for Contingencies</b>		
98700	Contingencies	\$ 200,000
<b>Total Contingencies</b>		<b>\$ 200,000</b>
<b>General Reserves</b>		
98695	Fund Balance - Undesignated	\$ 316,710
<b>Total General Reserves</b>		<b>\$ 316,710</b>
<b>Total Expenditures</b>		<b>\$ 1,529,862</b>

# Scotts Valley Fire Protection District

Capital Outlay - Zone A (685030)

2023/2024 Final Budget

## Schedule of Fixed Assets

Account #	Description	Amount
86110	<b>Structures and Improvements</b>	
	Glenwood Station Extractor	\$ 25,000
	Erba Station Stove	\$ 20,000
	Erba Training Buildings	\$ 18,000
	<b>Subtotal Structures and Improvements</b>	<b>\$ 63,000</b>
86204	<b>Equipment</b>	
	Lifepak 15 Monitors (2)	\$ 58,000
	Turnout Dryer	\$ 9,500
	<b>Subtotal Equipment</b>	<b>\$ 67,500</b>
86209	<b>Mobile Equipment</b>	
	BC Command Vehicle	\$ 60,000
	<b>Subtotal Mobile Equipment</b>	<b>\$ 60,000</b>
	<b>Total Fixed Assets</b>	<b>\$ 190,500</b>

Signed:

Board Secretary

# Scotts Valley Fire Protection District

SCHMIT (685040)

2023/2024 Final Budget

Account #	Revenue Description		Revenue Amount
40430	Interest	\$	400
40894	Grant Funding	\$	-
Subtotal Other Revenue			\$ 400
41150	<u>Haz Mat Contract Contributions:</u>	<u>Percentage</u>	
	Santa Cruz County	49.16%	\$ 119,286
	City of Santa Cruz	23.24%	\$ 56,391
	City of Watsonville	19.42%	\$ 47,122
	City of Scotts Valley	4.51%	\$ 10,943
	City of Capitola	3.67%	\$ 8,905
	UCSC	Fixed	\$ 10,447
	State Parks	Fixed	\$ 8,701
Total Contribution From Other Agencies			\$ 261,795
Total Revenue			\$ 262,195
Fund Balance			\$ 261,866
Total SCHMIT Revenue			\$ 524,061

## Expenditure Summary

Account #	Expense Category		Expense Amount
60000	Services and Supplies	\$	88,024
75000	Personnel Costs	\$	260,000
86204	Fixed Assets	\$	-
Total Expenditures			\$ 348,024
Contingencies			\$ 25,000
General Reserves			\$ 151,037
Total SCHMIT Budget			\$ 524,061



# Scotts Valley Fire Protection District

SCHMIT (685040)

2023/2024 Final Budget

## Expenditure Accounts

Account #	Category	Amount
<b>Services and Supplies</b>		
61110	Protective Clothing	\$ 10,600
61221	Telephone and Telegraph	\$ 960
61535	Insurance	\$ 2,555
61720	Maintenance, Mobile Equipment	\$ 16,700
61725	Maintenance, Office Equipment	\$ 1,380
61730	Maintenance, Other Equipment	\$ 10,200
61920	Medical Supplies	\$ 1,000
62219	Computer Software	\$ 3,500
62301	Accounting and Auditing	\$ 1,200
62365	Management Services	\$ 6,000
62715	Small Tools and Instruments	\$ 11,429
62888	Special District Expense	\$ 1,250
62914	Training	\$ 20,600
62920	Fuel	\$ 650
<b>Total Services and Supplies</b>		<b>\$ 88,024</b>
<b>Contributions to Agencies</b>		
75268	Reimbursement of Costs to Agencies	\$ 240,000
75276	Emergency Response Reimbursement	\$ 20,000
<b>Total Contributions to Agencies</b>		<b>\$ 260,000</b>
<b>Fixed Assets</b>		
86204	Equipment	\$ -
<b>Total Fixed Assets</b>		<b>\$ -</b>
<b>Appropriation for Contingencies</b>		
98700	Contingencies	\$ 25,000
<b>Total Appropriation for Contingencies</b>		<b>\$ 25,000</b>
<b>General Reserves</b>		
98965	Unassigned Fund Balance	\$ 151,037
<b>Total Reserves</b>		<b>\$ 151,037</b>
<b>Total Expenditures</b>		<b>\$ 524,061</b>

# SCOTTS VALLEY FIRE PROTECTION DISTRICT

## RESOLUTION NO. 2023-8

### RESOLUTION ADOPTING FINAL BUDGET FOR FISCAL YEAR 2023/2024

WHEREAS, Sections 13890, 13891 and 13893 of the California Health and Safety Code have been complied with; and

WHEREAS, a public hearing has been completed, during which time all additions and deletions to the proposed budget for 2023/2024 were made;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED in accordance with Section 13895 of the California Health and Safety Code, the Final Budget of the Scotts Valley Fire Protection District of Santa Cruz County for which the Board of Directors is the governing board, for fiscal year 2023/2024 and is hereby adopted in accordance with the following:

#### Final Scotts Valley Fire Protection District Budget

General Fund	Index 685010	\$13,173,203
Capital Outlay/Zone A	Index 685030	\$ 1,529,862
SCHMIT	Index 685040	\$ 524,061

BE IT FURTHER RESOLVED that the appropriations for each budget unit which constitute the respective totals for each of the objects of the expenditures listed are attached hereto and known as the Final Budget (on file with the Secretary of the Board).

PASSED AND ADOPTED BY THE Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, at a regular meeting held on August 9, 2023, by the following vote:

AYES      NOES      ABSENT      ABSTAIN

Director Adam Cosner  
Director Kris Hurst  
Director Joseph Parker  
Director Russ Patterson  
Director Daron Pisciotta

ATTEST:

\_\_\_\_\_  
Mark Correira  
Board Secretary

\_\_\_\_\_  
Daron Pisciotta  
Board President

cc: County Auditor/Controller



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Date: August 9, 2023  
To: Hon. Board of Directors  
From: Mark Correira, Fire Chief  
Subject: Administrative Report – July 2023

## Administration

- Santa Cruz County roads were able to open one lane on Glenwood Dr above Glenwood Cutoff. This area of Glenwood suffered significant damage during this year's winter storms due to a culvert collapse. Prior to the opening, the only access to areas above the closure (Marywood, Big Redwood Park) was to take Upper Glenwood Road via Highway 17.
- A-shift Station 1 Crew (Capt. Cortes, Eng. Duncan, Eng. Post) went to the local Boys and Girls Club to provide an Engine tour and give a deck gun rain down. The Boys and Girls Club had a pool party planned that was unexpectedly canceled. Thanks to the A-shift crew for keeping them cool on the hot July day.
- On July 15<sup>th</sup> B-Shift Station 1 (Eng. Pedemonte, Eng. Laine, Eng. Smith) participated in a public education event at Mission Springs for the Jacob's Heart Foundation. Put on by Jacob's Heart and the Lucile Packard Children's Hospital, this event gives children and families dealing with pediatric cancer a fun-filled mini summer camp with multiple activities. The event was showcased on the front page of the Santa Cruz Sentinel with our firefighters.



*Boys and Girls Club Event*



*Jacob's Heart Foundation Event  
(Credit: Santa Cruz Sentinel)*

## Operations

- On July 6, C-Shift Staff with assistance from Santa Cruz City Fire had a large vehicle fire on Highway 17 Southbound just south of Granite Creek. The fire involved a hardware store delivery truck loaded with supplies. When SVFPD Crews arrived the vehicle was fully involved, with fire spreading to an attached flatbed trailer and nearby vegetation. Crews were able to quickly extinguish the vehicle fire and keep it from spreading to the nearby vegetation. In total, this fire used nearly 3000 gallons of water and resulted in the closure of the Southbound lanes of Highway 17 for approximately one hour.
- Crews have been busy maintaining hydrants throughout the district. The hydrants are checked for proper working order, cleaned, painted, and flowed. Several residents have expressed their gratitude to the crews for taking on this task.

## Board of Directors

Joe Parker   Russ Patterson   Daron Pisciotta   Kris Hurst   Adam Cosner



*July 6 Hwy 17 Incident*



*July 14 Hydrant Maintenance*

### **Training**

- BC Stubendorff conducted four separate training at the Scotts Valley Police Department. The training focused on how and when law enforcement officers request Fire/EMS resources. This was conducted in an effort to help the Officers request the appropriate resources and response based on the type of incident. This training is part of a collective effort by the Santa Cruz County Emergency Medical Services Integration Authority (EMSIA) for all County law enforcement agencies. It should be noted that SVPD does an excellent job assisting Fire and EMS in a multitude of incidents.
- Eng. Smiley and Eng. Vandiver assisted as proctors at this year's active shooter/scenes of violence training. The training was conducted at San Lorenzo Valley High School and involved many different law enforcement agencies from the Bay Area.

### **Fire Prevention**

DFM Collins completed 44 inspections in July:

- 8 annual inspections
- 1 state license inspection
- 3 fire sprinkler inspections
- 26 annual re-inspections
- 6 weed abatement complaint follow-up inspections

DFM Collins completed six building and site plan reviews:

- 1 overhead sprinkler plan
- 1 underground sprinkler plan
- 1 fire alarm plan
- 2 commercial tenant improvement plans
- 1 new SFD plan

One on-duty engine company joined DFM Collins for the annual inspection at Juvenile Hall as part of their pre-planning program.

As part of the new commercial occupancy inspection program, 387 businesses in the Scotts Valley Drive area of town were inspected between January & July 2023. Beginning in 2024, all Mt. Hermon Road area businesses will be inspected. Moving forward, this approach will continue on a biennial schedule with Scotts Valley Drive being inspected one year, and Mt Hermon Road the next.

### **Board of Directors**

Joe Parker   Russ Patterson   Daron Pisciotta   Kris Hurst   Adam Cosner

## **EMS**

- On July 26, the on-duty crews evaluated two video laryngoscopes provided by our EMS Supply (Boundtree) sales representative. A video laryngoscope is a camera and video-based tool that paramedics use to secure a critically ill patient's airway. Studies have proven the effectiveness and improvement of care when using this tool, and it has become the standard of care in some EMS Systems. The Paramedics were impressed by their ease of use and versatility. The Boundtree representative will be back to do a demonstration for the two other shifts. The goal is to come to a consensus as to the preferred device before making a purchase decision if approved in the final budget. SVFD will be the first in the county to use this tool agency-wide.

## **Chief Report**

### *Branciforte Reorganization:*

- Met with LAFCO Executive Director Jow Serrano to discuss the reorganization process
- Met with Chief Nate Lackey to discuss the Reorganization
- Met with Branciforte Board President Larry Paegler to discuss the reorganization process and terms of the reorganization agreement
- Attended the July 20 Branciforte Board Meeting. This meeting the Parcel Assessment voters were tabulated. In addition, the Board approved the purchase of the Type 6 chassis.

### *La Madrona Fire Station / Ballot Measure"*

- Hosted a Ballot Measure Planning Meeting with Staff and Stakeholders. The group developed a brand, vernacular, and community education planning strategy. Administrative Staff (Admin Manager Walton, and Admin Accounting Specialist Jackson) designed and ordered information cards and developed storyboards. These items will be placed on the Fire Apparatus and will be shared at the Station Open House on August 1.
- Met multiple times with Bond Counsel Cameron Weist to complete legal documentation.
- The Chief and Ad Hoc Committee met with RRM and Water District Representatives to discuss site planning for the potential partnership with the pump station.
- Completed one in-person newspaper interview and one on-camera news-media interview. The Press Banner covered the story on its front page.
- RRM provided draft renderings of the Administrative Building.

### *Other Items:*

- Met with the Finance and Planning Committee (Pisciotta and Hurst) to discuss recommended final budget changes.
- Met with the remaining Fire Chiefs in Santa Cruz County.
- Attended the County Chiefs Meeting, Valley Chiefs/District Council Meeting, Netcom User Meeting, and EMSIA Meeting. Also met with Scotts Valley Police Chief Steve Walpole.
- Met with Staff from BaySport – a company that provides onsite firefighter medical evaluations. We are reviewing their contract and evaluating a move from Agile (Occupational Med) to BaySport.
- Attended a meeting with Assemblyperson Gail Pellerin and Santa Cruz County Fire Chiefs. This meeting was to discuss the disproportionate sharing of Proposition 172 Funds with the Fire Districts.
- Attended Kiwanis Meeting, and introduced myself to the Rotarians at their monthly in-person meeting.

### **Board of Directors**

Joe Parker   Russ Patterson   Daron Pisciotta   Kris Hurst   Adam Cosner

## Alicia Walton

---

**From:** 'Becky Steinbruner' via Info <info@scottsvalleyfire.com> on behalf of 'Becky Steinbruner' via Info  
**Sent:** Sunday, July 30, 2023 9:15 PM  
**To:** Scottsvalleyfire Info  
**Cc:** Joe Serrano; Nate Lackey; Larry Pageler; Becky Steinbruner  
**Subject:** Fw: Placing Branciforte Fire District Board ON NOTICE re: Potential Future Violation of California Voting Rights Act Regarding Reorganization Plan for Service With Scotts Valley Fire District

Dear Scotts Valley Fire Board,

I am forwarding this correspondence to your Board and ask that you include it in Correspondence sent to all Directors and posted on the public website.

I also request that your Board consider my requests below as an agenda item for public discussion at your August 9, 2023 Board meeting.

Please acknowledge receipt of this message. Thank you.

Sincerely,  
Becky Steinbruner

----- Forwarded Message -----

**From:** Becky Steinbruner <ki6tkb@yahoo.com>  
**To:** Joe Serrano <joe.serrano@santacruzcounty.us>  
**Cc:** Nate Lackey <natel@branciforte-fire.com>; Larry Pageler <larryp@branciforte-fire.com>; Scottsvalleyfire Info <info@scottsvalleyfire.com>; Becky Steinbruner <ki6tkb@yahoo.com>  
**Sent:** Sunday, July 30, 2023, 09:09:13 PM PDT  
**Subject:** Fw: Placing Branciforte Fire District Board ON NOTICE re: Potential Future Violation of California Voting Rights Act Regarding Reorganization Plan for Service With Scotts Valley Fire District

Dear Santa Cruz County LAFCO,

I am forwarding the correspondence below to you for consideration at your August 2, 2023 meeting. Please provide this correspondence to all Commissioners as late correspondence.

For the reasons described below, I respectfully request that your Commission postpone any action regarding the Resolution RO 22-07 regarding the Reorganization of Branciforte Fire District and Scotts Valley Fire District.

Please acknowledge this message. Thank you.

Sincerely,  
Becky Steinbruner

----- Forwarded Message -----

**From:** Becky Steinbruner <ki6tkb@yahoo.com>  
**To:** Nate Lackey <natel@branciforte-fire.com>; Larry Pageler <larryp@branciforte-fire.com>  
**Cc:** Tim Dodds <tim@happyvalleycc.org>; Marilyn Kuksht <kuksht112@gmail.com>; Pat O'Connell <pato@branciforte-fire.com>; Fareed Rayyis <fareed.rayyis@gmail.com>; Joe Serrano <joe.serrano@santacruzcounty.us>; Manu Koenig <manu.koenig@santacruzcounty.us>; Becky Steinbruner <ki6tkb@yahoo.com>  
**Sent:** Sunday, July 30, 2023, 08:48:16 PM PDT  
**Subject:** Placing Branciforte Fire District Board ON NOTICE re: Potential Future Violation of California Voting Rights Act Regarding Reorganization Plan for Service With Scotts Valley Fire District

Dear Branciforte Fire District Board of Directors,



I am hereby placing your Board ON NOTICE that if the Plan for Service regarding the Reorganization of Branciforte Fire District and Scotts Valley Fire District is not altered immediately to include transition of Scotts Valley Fire District to district-based elections for all seats on the Board, I will pursue legal action to uphold the Fair Voting Rights Act and take the matter to court, on behalf of Public Benefit for Branciforte Fire District residents and property owners.

I will seek an injunction against the LAFCO process of Reorganization and thereby halt the dissolution of the Branciforte Fire District and merger with the Scotts Valley Fire District until such agreement to alter the Plan for Service to include explicit language that will cause the Scotts Valley Fire District to initiate immediate transition to district-based Board elections upon completion of the LAFCO procedure of Reorganization.

The need for this action is clear upon reading the Santa Cruz County LAFCO Plan for Service.

Operations and Governance proposed by the Santa Cruz County LAFCO August 2, 2023 meeting agenda on page 7 of the Plan for Service (page 20 of the LAFCO agenda) describes that the existing Scotts Valley Fire District Board of Directors will continue to govern the Branciforte Fire District area once dissolved, will be responsible for forming a Branciforte Service Zone and will establish an Advisory Commission. The people of Happy Valley will have no meaningful voice in the matter, once the Reorganization is complete:

#### **Management & Governance**

*The reorganized Scotts Valley Fire Protection District will include all the territory currently within the boundaries of the Scotts Valley Fire District and all the territory currently within the boundaries of the Branciforte Fire District. **The District will be governed by a 5-member Board of Directors, elected at large from the entire district. The Board of Directors of the Scotts Valley Fire Protection District as composed at the time the reorganization is deemed complete will continue to serve until their individual terms expire, at which time the seats will stand for election.** Any registered voter within the reorganized district boundaries may file and run for an open seat on the Board.*

**To avoid conflict with the California Voting Rights Act, SVFPD may consider transitioning to a system of elections by district in the foreseeable future following additional analysis.**

#### **Branciforte Oversight and Representation**

*The Scotts Valley FPD Board of Directors will establish a Service Zone encompassing the territory of the former Branciforte Fire Protection District, in accordance with Health and SafetyCode Section13950. The purpose of the Service Zone is to provide the community with accountability for the use of taxes, assessments, or fees collected solely within the Service Zone (Health and SafetyCode Section13955).*

*Further, the **Scotts Valley FPD Board of Directors will adopt a policy forming the Branciforte Advisory Commission and will also appoint members of the Branciforte community to Commission** in accordance with Health and SafetyCode Section13956. The purpose of the Advisory Commission will be to review the finances, operations, and projects that directly benefit and/or affect theBranciforte community. The formation of the Branciforte Advisory Commission will be as soon as practicalafter the recordation of the reorganization. Exhibit Fprovides the draft policy and bylaws for the proposed advisory commission.*

(See page 81 of August 2, 2023 LAFCO agenda packet: [https://santacruzlafco.org/wp-content/uploads/2023/07/Aug-2023-Entire-Agenda-Packet\\_.pdf](https://santacruzlafco.org/wp-content/uploads/2023/07/Aug-2023-Entire-Agenda-Packet_.pdf))

Clearly, there would be no incentive upon completion of the Reorganization for the Scotts Valley Fire Board to CONSIDER transitioning to a system of elections by district, and according to comments



stated by Branciforte Fire District Director Marilyn Kuksht at the July 20, 2023, it is highly unlikely that the Scotts Valley Fire Board would do so.

Happy Valley residents and property owners will effectively lose their representation in the governance of their fire protection district because current at-large Scotts Valley Fire Board elections would favor the interests of the larger number of Scotts Valley Fire voters.

The smaller disadvantaged population of the dissolved Branciforte Fire District voters would not have an equal ability to gain a member on the Board to ensure their interests would be well-represented on the Scotts Valley Fire Board after the Reorganization is complete.

Furthermore, "Exhibit F" information in the August 2, 2023 LAFCO agenda packet regarding the proposed Branciforte Advisory Commission Draft Policy and By-Laws has never appeared on the Branciforte Fire District Board agenda for public discussion with the affected property owners and residents. (page 112 of LAFCO agenda). [https://santacruzlafco.org/wp-content/uploads/2023/07/Aug-2023-Entire-Agenda-Packet .pdf](https://santacruzlafco.org/wp-content/uploads/2023/07/Aug-2023-Entire-Agenda-Packet.pdf)

Chief Lackey failed to even notify the many residents gathered at the July 20, 2023 District meeting that LAFCO would be meeting August 2, 2023 to discuss and approve the final Resolution regarding the Reorganization efforts. He instead said there was "nothing really to report because we've been focused on the Special Benefit Assessment ballots."

It is unacceptable that the Happy Valley residents and property owners will have NO voice in the appointment of the proposed Advisory Commission members who would supposedly provide oversight of their tax monies, Measure T monies and use of other assets to benefit the dissolved Branciforte Fire District area.

Instead, the power would be solely in the hands of the Scotts Valley Fire Chief to be responsible for recommending to the Scotts Valley Fire District Board whom to appoint to the Advisory Commission:

***Membership.***

*(A) The Commission shall consist of five members, residents of the Branciforte Service Zone (former territory of the Branciforte Fire Protection District), **appointed by the Board of Directors.***

*(B) **Prospective members shall submit a letter of interest to the Fire Chief. The Fire Chief shall recommend members for appointment by the Board of Directors***

THEREFORE, as a concerned member of the Public with friends in the Branciforte Fire District who will be significantly and potentially adversely affected by the complete loss of representation in matters of governance and operations under the current LAFCO recommendations and Plan for Service, I am compelled to take legal action if there is no explicit requirement for the Scotts Valley Fire District to immediately begin transitioning to district-based governance elections, under the California Voting Rights Act, and to provide that the members of the proposed Advisory Commission are selected by vote of the Branciforte Fire District property owners once the District is dissolved.

I use the following as legal support and cause for Declaratory Relief:

1) The people of Happy Valley will be placed at unfair disadvantage in future representation of their former Branciforte Fire District assets, monies and representation after their District is dissolved and they will no longer have representatives they have elected or that would fairly represent their area of the new Scotts Valley Fire boundaries.



To 'plead a cause of action for declaratory relief, Plaintiff must plead the following elements: (1) person interested under a written instrument or a contract; or (2) a declaration of his or her rights or duties (a) with respect to another or (b) in respect to, in, over or upon property; and (3) an actual controversy. ([CCP § 1060](#); [Ludgate Ins. Co. v. Lockheed Martin Corp. \(2000\) 82 Cal. App. 4th 592, 605-06, 98 Cal. Rptr. 2d 277](#); [Bennett v. Hibernia Bank \(1956\) 47 Cal. 2d 540, 549, 305 P.2d 20](#); [Stonehouse Homes v. City of Sierra Madre \(2008\) 167 Cal.App.4th 531, 542, 84 Cal. Rptr. 3d 223](#) ("**For declaratory relief, the party must show it has either suffered or is about to suffer an injury of 'sufficient magnitude reasonably to assure that all of the relevant facts and issues will be adequately presented.'**"; [Pellegrini v. Weiss \(2008\) 165 Cal.App.4th 515, 529, 81 Cal. Rptr. 3d 387](#) ("The question whether declaratory relief is appropriate in a given case is addressed to the trial court's discretion.").)

2) The residents and property owners of the Branciforte Fire District will be placed at significant and adverse economic and representational disadvantage after the Reorganization is complete unless Scotts Valley Fire District transitions immediately from at-large Governance to district-based Governance.

They are a disadvantaged community, as defined by Water Code 79505.5, and their votes for representation will be overwhelmed by votes of existing Scotts Valley Fire District voters who are not familiar with or understand the Happy Valley Community needs and/or do not care about the Happy Valley Community and their needs.

To do otherwise would be in violation of the California Voting Rights Act.

*"At-large method of election" means one of the following methods are used to elect members of the governing body of the political subdivision: (1) voters of the entire district elect the members of the governing body; (2) candidates are required to reside within given areas of the jurisdiction and voters of the entire jurisdiction elect the members of the governing body; or (3) one that combines at-large elections with district-based elections."* [Elec. Code § 14026\(a\) \(1\)-\(3\)](#).

*"District-based elections" means a method of electing members to the governing body of a political subdivision in which the candidate must reside within an election district that is a divisible part of the political subdivision and is elected only by voters residing within that election district."* [Elec. Code § 14026\(b\)](#).

*"Political subdivision" means a geographic area of representation created for the provision of government services, including, but not limited to, a general law city, general law county, charter city, charter county, charter city and county, school district, community college district, **or other district organized pursuant to state law.**"* [Elec. Code § 14026\(c\)](#).

**The CVRA is intended to provide a broader cause of action for voter dilution than is provided under federal law. ( [Sanchez v. City of Modesto \(2006\) 145 Cal.App.4th 660, 669, 51 Cal. Rptr. 3d 821](#))(the legislative history of the CVRA indicates it was intended to provide a broader cause of action for voter dilution than federal law provides).**

3) Therefore, continued at-large elections of the Scotts Valley Fire District Board of governance subsequent to the Reorganization under LAFCO will be in violation of the California Voting Rights Act.



Unlike the [Voting Rights Act of 1965](#), which is a federal law, the CVRA does not require [plaintiffs](#) to demonstrate a specific geographic district where a minority is concentrated enough to establish a majority. Certain cities that have never had minority representation or have a history of minority candidate suppression can be liable for triple damages and be forced to make changes within 90 days. That makes it easier for minority voters to sue [local governments](#) and eliminate at-large elections.<sup>[2]</sup> The Act was eventually signed into law on 9 July 2002.<sup>[1]</sup>

#### 4) Standing

I have standing to take legal action in this matter, for Public Benefit. I have testified many times throughout this Reorganization process and throughout the recent Branciforte Fire District Special Benefits Assessment ballot procedure, for public benefit and in interest of my friends who own property within the existing Branciforte Fire District boundaries. I submitted written correspondence to your Board on this matter June 18, 2023.

I also testified on behalf of my friends and for public benefit before the Scotts Valley Fire Board on June 14, 2023 regarding the need for existing at-large Board elections to convert to district-based elections allowing Happy Valley residents to benefit by fair representation once the Reorganization is complete, and also sent written correspondence on June 14, 2023, following my testimony. I provided this correspondence to your Board on June 18, 2023.

*"A determination of standing rests upon the particular facts of the case."* [Braude v. City of Los Angeles \(1990\) 226 Cal.App.3d 83, 88, 276 Cal. Rptr. 256.](#)

5) Legal Challenges of this nature are nearly always granted by the Courts when a Cause of Action is the violation of the California Voting Rights Act, Election Code 14027, [Article 1, Section 7 of the California Constitution](#) and Section 2 of the Fourteenth Amendment to the U.S. Constitution. This very issue caused Central Fire District to pursue the recent transition from at-large elections of Board members to district-based election upon completion of the consolidation with the Aptos/ La Selva Fire District.

For Public Benefit, I will indeed bring this Cause of Action to the Court unless the Plan for Service and District Plan for Services for Branciforte Fire Reorganization are amended and approved by both Branciforte Fire District Board and the Scotts Valley Fire Board before the completion of the Reorganization process, and approved by Santa Cruz County LAFCO to make the changes I have requested above, for Public Benefit of the existing residents and property owners in the Branciforte Fire District.

Please contact Mr. Joe Serrano, Director of Santa Cruz County LAFCO, regarding this situation before the August 2, 2023 Commission meeting. I will be testifying at that meeting, and present my concerns and NOTICE to the Commissioners. I will also immediately provide this correspondence to the Santa Cruz County LAFCO.

Please acknowledge receipt of this message. I will also send a copy of this message to your Board via Certified Mail within the next 24 hours.

Sincerely,  
Becky Steinbruner

I do not wish to cause expensive court time and legal costs by taking this matter to the Courts and thereby respectfully request that the Board of Directors for the Branciforte Fire District and Scotts Valley Fire District amend the current Plan for Service that Santa Cruz County LAFCO presented in June, 2023 and that was approved without any modification at all by the Branciforte Fire District Board on June---, 2023 and by the Scotts Valley Fire District Board on June----, 2023.

I demand that both Boards make the amendment to include language in the Plan for Service that will cause the Scotts Valley Fire District to begin transition to district-based governance elections immediately upon completion of LAFCO's Reorganization process that would dissolve the existing Branciforte Fire District and that District's elected Board.